

CHAPTER 2. AUXILIARY MISSIONS

A. Programs.

1. Program Policy. This chapter outlines those Auxiliary missions which the Commandant has authorized for Auxiliary participation. They are essential and basic to operating the Auxiliary. Their emphasis will insure continued Auxiliary success accomplishing missions for the Coast Guard (CG).
2. Auxiliary "Four Cornerstones".
 - a. Historically, the Auxiliary's primary missions have been courtesy marine examinations, public education and operations. These three missions, together with Fellowship (the "glue" which held these missions and Auxiliary membership together), are known as the "Four Cornerstones." Through the years, these four cornerstones served the Auxiliary and the CG well.
 - (1) In late 1997, the four (4) cornerstones for the Coast Guard Auxiliary were officially re-established as:
 - (a) Member Services (includes FN, IS, MA, PS, MT, LP, PA, PB, and SR)
 - (b) Recreational Boating Safety (includes MV, PE, and VE)
 - (c) Coast Guard and State Support (includes AN, AV, CC, CM, MS, and OP)
 - (d) Fellowship
 - b. With the passage of the Auxiliary legislation in October 1996, the Auxiliary's role was greatly expanded to enable Auxiliary participation in any CG mission authorized by the Commandant. In general, this law opens all CG mission areas to the Auxiliary, with the exception of combat and direct law enforcement.
3. The Auxiliary's Mission Today. To more effectively manage the Auxiliary's participation in CG missions, the Auxiliary's national organization established three Directorates to parallel CG programs. These Directorates are Recreational Boating Safety, CG and State Support, and Member Services. The general mission areas addressed by each of these Directorates are listed in other Manual sections. This list will change as new mission areas are authorized for Auxiliary participation.

- a. Recreational Boating Safety. This mission includes Auxiliary traditional activities conducted on behalf of Federal, state, and local governments to improve the knowledge, skills, and operating environment of the recreational boater.
 - b. Support to the Coast Guard and States. This mission includes many new as well as traditional roles in which the Auxiliary members help the CG and States in a multitude of operational activities and in a wide variety of traditional and non-traditional CG administrative activities.
 - c. Member Services. In addition to the concern for internal Auxiliary personnel support, the Member Services assists the CG in several personnel and recruiting missions essential to CG health and vitality.
4. Fellowship. Fellowship remains an essential ingredient in making any volunteer organization successful. The CG recognizes the importance of this aspect of volunteer participation and encourages a close relationship between Auxiliary members and other CG personnel. Fellowship makes the team work and binds the entire organization together.
- B. Program Authorization. Current programs in which Auxiliary members are authorized to participate include:
 (Note: For operational missions, refer to the Operations Policy Manual, COMDTINST M16798.3 (series) for detailed guidance. Additionally, Memoranda of Understanding are in effect which apply to many of these programs.)
1. Academy Introduction Mission (AIM). Auxiliarists are authorized assignment to duty to assist the USCG Academy with recruitment of cadet candidates. This assignment includes the orientation and counseling of high school students, attendance at college fairs, and participation in AIM Week each summer at the USCG Academy (USCGA).
 2. Administrative Support to the CG. Auxiliarists are authorized assignment to duty to assist and to augment administrative functions of any CG unit.
 3. Aids to Navigation (ATON). Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment the CG's ATON Program in prescribed phases. This area includes verifying position and characteristics of private aids to navigation (PATON), after qualifying as an aid verifier. Members assist and support ATON units in servicing Federal aids after receiving proper CG training. ATON units also help the National Ocean Service (NOS) and the U.S. Army Corps of Engineers in updating nautical and aeronautical charts plus specific publications.

4. Bridge Administration. Qualified Auxiliarists and their facilities are authorized assignment to duty to support and to augment bridge surveys; to investigate and to provide information regarding waterways safety and navigation situations pertaining to the bridge program; and to provide direct assistance and support to bridge program staff and other CG personnel in the Bridge Administration Program.
5. Civil Air Patrol (CAP) Support. Under special orders, qualified Auxiliarists and their facilities may be authorized assignment to assist the Civil Air Patrol in the conducting authorized joint CG-CAP missions.
6. Contingency Preparedness. Qualified Auxiliarists and their facilities are authorized to provide platforms and personnel for defense and non-defense exercises. Auxiliarists and their operational facilities may also provide support as unarmed opposition forces (OPFOR) and gather information and data for contingency plans. Qualified Auxiliarists are authorized to develop plans and to support contingency response operations for disasters and lesser incidents.
7. Licensing of Merchant Mariners. Qualified Auxiliarists are authorized to be assigned to duty to administer merchant mariner license and document examinations in remote areas, to conduct oversight of approved maritime training courses and to provide administrative support for the marine licensing program at the local level.
8. Marine Environmental Protection and Safety (MEP). Qualified Auxiliarists and their facilities are authorized assignment to duty to assist the marine environmental protection and safety programs. Auxiliarists may provide facilities and personnel for public education, for support of pollution prevention activities, and for environmental disaster relief operations.
9. Operational Support to the Coast Guard (OPS). Qualified Auxiliarists and their facilities are authorized assignment to duty to support all CG operational units. Auxiliarists must be qualified per current CG manual and directive provisions; and must serve under the active duty unit commander's direction.
10. Port Safety And Security (PS&S). Qualified Auxiliarists and their facilities are authorized assignment to duty to support the Port Safety and Security Program. Auxiliarists may provide facilities and unarmed personnel for surveillance and reporting, for harbor and anchorage patrols, for assistance to CG forces in safety and security zone enforcement, and for support for vessel boardings, for performing port facility and vessel

verification visits, for aircraft overflights, for augmenting CG crews, and for providing additional administrative support.

11. Public Affairs Support (PA). Auxiliarists are authorized for assignment to duty to support both CG and Auxiliary public affairs program.
 12. Recreational Boating Safety (RBS). Qualified Auxiliarists and their facilities may be assigned to duty to support the recreational boating safety program, to conduct public education, to do recreational courtesy marine examinations (CMEs); and to participate in State Liaison Programs (AUXSLO), in marine dealer visitations (MDV), in boat shows, and National Safe Boating Week (NSBW) activities.
 13. Recruiting. Auxiliarists may qualify and be assigned to duty as military recruiters to support the CG's recruiting program. This assignment includes qualification as a military recruiter, proctoring recruiting examinations, and administrative assistance to recruiting offices.
 14. Search and Rescue. Qualified Auxiliarists and their facilities are authorized assignment to duty to assist in CG in support of search and rescue operations. These duties include search planning, search operations, and the conduct of rescues at sea.
 15. Vessel Inspections. Qualified Auxiliarists may be assigned to duty to assist the CG in marine inspection mission to include: supporting and assisting CG accident investigations, providing platforms for inspectors, conducting barge inspections, providing remote area surveillance and response, conducting voluntary examinations of uninspected passenger vessels and commercial fishing vessels, and administrative support.
 16. Waterways Management. Qualified Auxiliarists are authorized to assist in CG waterways management mission areas by providing platforms and unarmed personnel for CG and other federal and state agencies, by providing information and input into the analysis process, and by providing other administrative and operational program support.
 17. Additional Programs. The Commandant may authorize additional Auxiliary programs. When specifically authorized by the Commandant, Auxiliary programs and activities may become international, extending beyond the U.S., its territories and possessions. The Commandant must approve new non-traditional Auxiliary programs in advance.
- C. Programs Not Authorized for Auxiliarists. The following programs are currently not authorized for Auxiliary sponsorship:

1. Youth Group Training Programs. Auxiliarists and Auxiliary units are NOT authorized to **sponsor** any youth group such as Jaycee Jr. Yacht Clubs, Youth Regatta Programs, Sea Exploring, Boy/Girl Scouts, Jr. ROTC, Naval Sea Cadets or similar organizational entities unless specifically approved by the Commandant. Public education programs or active duty prototype support initiatives may be offered, but Auxiliary participation in such programs (other than public education and other support activities specifically approved by the Commandant) by Auxiliarists shall be as a private citizen, not as an Auxiliarist. This sponsorship prohibition does not restrict providing the normal Auxiliary programs available to any other citizen organization within the scope of available personnel and equipment resources to do so or in attending such functions as the National Scouting Jamborees or similar events.

D. Program Descriptions.

1. Auxiliary State Liaison Programs. There are two programs with similar titles which have different and equally important responsibilities: the Auxiliary Legislative Liaison (LLC) and the Auxiliary State Liaison (SLO).
 - a. The LLC was created to track legislative and regulatory changes in the various states and the federal government which impact on Auxiliary safe boating programs. Such information is reported directly to the National Commodore (NACO) and the National Executive Committee (NEXCOM) for use in reviewing Auxiliary program adequacy and relevancy. Legislative and regulatory changes have an important impact on public education, courtesy marine examinations and related safety programs as well as Auxiliary policy and procedures.
 - b. District Commodores (DCOs) are responsible for supporting this program by recommending one member for each States in their district/region. Those States within more than one district or region must have a single liaison acceptable to all DCOs. There should not be more than one District Legislative Representative (DLR) per State unless State requested. The DCOs should coordinate this recommendation with the Director within their district/region. Individuals recommended for this position should be:
 - (1) An individual who is knowledgeable of State legislative and regulatory procedures and issues; resides in reasonable close proximity to the State Capitol and has the capability of effective communications with elected and appointed State officials on issues of Auxiliary interest.

- (2) Able to acquire and compile legislative history on such matters into a comprehensive, quarterly written report which shall be forwarded to the LLC Chairperson and the DCO.
- c. The LLC Chairperson shall communicate to the NACO and NEXCOM members an evaluation of any pending State legislation or regulations, outlining potential impact and recommendations.
- d. The LLC Chairperson or any DLR shall not communicate their support or objection to pending legislation with any State elected or appointed official without the NACO's specific approval.
- e. The Auxiliary SLO program is established by provisions of 14 U.S.C. §141 and 46 U.S.C. §13109 which authorize the CG help to the states in their recreational boating programs. The SLO facilitates Auxiliary use to supplement state efforts in search and rescue, safety and regatta patrols, public education, boat safety equipment checks, verification of state maintained aids to navigation and other areas of recreational boating safety.
- f. DCOs are responsible for supporting this program by recommending a member from each state in their district/region in close coordination with the Director, the district State Boating Law Administrator (SBLA), and the Auxiliary's Department Chief for Boating (DC-B). Those States within more than one district or region must have a single SLO acceptable to all DCOs. There should not be more than one SLO per State unless State requested. DCOs should coordinate this recommendation with Director within their respective district/region. The person recommended to serve as a SLO should be:
 - (1) An individual who is intimate in the state's boating laws and regulations, who resides in reasonably close proximity to the State Capital or SBLA headquarters. This individual must be capable of effective communications with elected and appointed officials regarding state boating law issues.
 - (2) The AUXSLO's duty is NOT to interpret CG policy. Matters in discussion with SBLA, not having specific CG guidance, must be referred to the Director. Participation of the Director or district boating affairs personnel in policy discussion meetings is highly encouraged.
 - (3) The AUXSLO should maintain a close relationship with the SBLA and staff. The AUXSLO should meet with the SBLA at

least semi-annually. More frequent contact, as needed, may occur with appropriate SBLA staff members.

- (4) Submit a letter report after each meeting to the Director, DC-B, and DCO summarizing the meeting and outlining significant issues or points of concern. Government mail use is authorized for the AUXSLO program.
- (5) Remain current in federal, state and local legislation concerning recreational boating safety and the Auxiliary. Review pending legislation for its significance to the Auxiliary program. The LLC Chairperson should be informed immediately of any issue significantly affecting the Auxiliary program.
- (6) Input to district and division publications to inform the Auxiliary membership of legislative issues of interest.
- (7) Arrange and attend an annual meeting between the SBLA, Director and DCO. This meeting should be arranged early in the year and should focus on reviewing the previous year's accomplishments and planning for the upcoming year. Coordination of Auxiliary support to state boating safety programs should be emphasized.

2. Courtesy Marine Examinations (CME).

- a. The CME is a safety check service provided to owners or operators of privately-owned recreational boats and certain federal, state, and local government-owned boats. Certain commercial or party fishing (not livery or rental) boats, less than 65 feet in length, may have a CME. The same is true for boats owned by the Boy Scouts of America, which do not come under the provisions for inspection and certification. Additionally, the Commandant may specifically authorize other boats for a CME.
- b. Specific CME program elements are contained in the Vessel Examiner Manual (COMDTINST M16796.2 (series)) and the Operations Policy Manual (COMDTINST M16798.3 (series)).

3. Marine Dealer Visitation Program (MDV). The Marine Dealer Visitation Program provides boating safety information to marine dealers. Auxiliarists visit specific dealers regularly to supply them with boating safety information and material. Dealers also help promote boating safety through publicizing the Auxiliary public education courses and courtesy

marine examinations. The Marine Dealer Visitor Manual (COMDTINST M16796.3 (series)) contains program details.

4. National Safe Boating Week (NSBW).

- a. The CG-sponsored, year-round National Safe Boating Campaign, is produced under a grant from the Aquatic Resources (Wallops-Breaux) Trust Fund. Recognizing the need to promote safe boating practices, Congress requests the President to proclaim annually the seven day period prior to Memorial Day Weekend as "National Safe Boating Week" (NSBW).
- b. NSBW is an annual media event symbolically launching the recreational boating season. NSBW not only starts the traditional boating season, but also introduces a year-long media campaign to give boaters more safety information about their sport. The NSBW chapter of the CG Auxiliary Public Affairs Officer's Guide (COMDTINST M5728.3 (series)) contains detailed information on this program.
- c. As local CG boating experts and representatives, Auxiliarists are asked to provide assistance to groups planning NSBW events and similar activities annually. Participation possibilities have included:
 - (1) Rescue demonstrations
 - (2) Static display of vessels or aircraft
 - (3) Arrangements of signage or billboard locations
 - (4) Press releases, conferences, interviews
 - (5) Regattas, parades, blessings of fleets
 - (6) Local media public service director contacts
 - (7) Public access TV opportunities
 - (8) "Open houses" and special classes
 - (9) Increased requests for courtesy marine examinations
 - (10) Increased marine dealer visits, and;
 - (11) Publication of the following important telephone numbers:

CG Information Line	1-800-368-5647
National Safe Boating Council	1-606-278-6146
FAX	1-606-277-9483
Boating Courses	1-800-336-BOAT
(in Virginia)	1-800-245-BOAT

5. Public Affairs Support of the Coast Guard. The Auxiliary's public affairs activities extend to support both CG and Auxiliary programs as shown in The Auxiliary Public Affairs Officer's Guide COMDTINST M5728.3 (series).
6. Public Education.
 - a. Members must conduct Auxiliary public education courses according to the following policy:
 - (1) The Auxiliary National Board, Inc., prepares and publishes course materials and examinations requiring CG approval.
 - (2) Lesson instructions must conform with outlines published and approved by the NEXCOM, or by a state when teaching a state-sponsored course. The Boating Skill and Seamanship (BS&S), Sailing and Seamanship (S&S), and Boating Safely, as well as all State courses will conform to the National Association of State Boating Law Administrators' (NASBLA) minimum standards.
 - (3) The following are MINIMUM standards for authorized public education courses:
 - (a) For the Boating Skills and Seamanship (BS&S) course, instructors will teach a minimum of six lessons, one for each text chapter of the core course. Instructors will devote at least two (2) hours to each lesson. Additional time is required for any review and the examination. For any optional BS&S chapters taught, at least two (2) hours will be devoted to each.
 - (b) For the Sailing and Seamanship (S&S) course, there will be a minimum of seven (7) lessons, one for each chapter of the text which makes up the core. At least two (2) hours will be devoted to each lesson. Additional time is required for any review and the examination.
 - (c) For the Advanced Coastal Navigation (ACN) course, there will be a minimum of twelve (12) lessons, one for each text chapter. Each chapter will be of at least two (2) hours duration. Additional time is required for any review and the examination. Additionally, special

restrictions exist for lead instructor designation for both the CAN and BCN course. (Para.2.D.6.a.(13))

- (d) For the Basic Coastal Navigation (BCN) course, there will be minimum of six (6) lessons, one for each text chapter. Each lesson will be at least two (2) hours in duration. Additional time is required for any review and the examination. See paragraph 2.D.6.a.(13) for lead instructor information.
 - (e) For the Boating Safely (BSC) course, there will be a minimum of four (4) lessons, one for each text chapter. Each lesson will be of at least two (2) hours duration. Alternately, the course may be taught as eight, one (1) hour lessons. Additional time is required for any review and the examination. Instructors from the Auxiliary and the U.S. Power Squadrons may jointly teach this course.
 - (f) For the Water 'N Kids or Boats 'N Kids courses, there will be one session of one (1) hour duration.
 - (g) For official state approved safe boating courses, instruction will reflect the state's requirements.
 - (h) When instructors teach any lesson, or chapter, from the BS&S or S&S course as a "one lesson course," the lesson outline must be followed for that lesson with a minimum of two (2) hours teaching time.
 - (i) Break periods during sessions should not exceed ten (10) minutes.
 - (j) Multi-media presentations (videos, slides, film) should be used for no more than 25% of each session.
- (4) The general topic of First Aid may not be taught in public education classes with the following exceptions:
- (a) Instructors may discuss the cause, symptoms and prevention of hypothermia as part of Auxiliary public education classes. The instructor must not exceed the scope of the course's approved text material.

- (b) Auxiliary instructors authorized to teach state boating courses, may teach First Aid when the topic is part of the state boating course curriculum. The instructor must not exceed the scope of the topic material provided in the state's course.
 - (c) Instructors need no special qualifications to teach First Aid in the two exceptions above, other than being a qualified instructor. However, using instructors with a medical background, or who are appropriately certified, makes good sense and is suggested. This action is in keeping with the normal procedure where the instructor teaching any material should be familiar with the subject and be the most qualified person available.
- (5) Instructors may use only those supplemental educational materials such as slide sets, film, transparencies, videos, computer programs and the like, which are approved by the Auxiliary Department Chief of Education (DC-E) or the District Staff Officer for Public Education (DSO-PE). The DSO-PE is required to forward to DC-E a copy of the material or a detailed material description approved at the district level. The DSO-PE should be aware of any copyright or trademark issues on materials to be approved for use and, in appropriate circumstances, written authorization must be obtained in advance of approval. The use of local scenes to augment those nationally produced slides for a specific lesson is acceptable.
 - (6) Instructors must emphasize the practical application of the information contained in the course.
 - (7) Flotillas establishing dates for public education courses should notify the Director, local CG units, the BOAT/U.S. hotline number (1-800-336-2628) and other persons/ groups who may be helpful in referring persons to the course.
 - (8) Course completion certificates should be awarded only to those persons who complete authorized public education courses and pass approved final examinations. Certificates will not be awarded to those who just "challenge the exam." Flotillas shall maintain a record of certificates issued for at least three (3) years.

- (9) Auxiliarists, seeking to qualify as an Auxiliary Instructor or Master Instructor, must meet the requirements specified in Chapter 8 of this Manual, the Auxiliary Instructor Qualification Course, plus any special district requirements.
 - (10) Any CG member (active, reserve or civilian), state boating education personnel and fire rescue, EMT and law enforcement personnel may help local Auxiliary units with public education programs. Auxiliary units should seek this public service employee assistance where possible.
 - (11) On or In-the-water training for public education course participants or instructors is strictly prohibited.
 - (12) A qualified Auxiliary instructor must supervise or present all Auxiliary public education courses. Guests with special expertise are always welcome to teach a lesson in a public education course. However, a qualified Auxiliary instructor must be present to be responsible for the information accuracy and quality provided.
 - (13) Because the ACN and BCN courses are of an advanced technical nature, the lead instructor must have special qualifications. Only instructors who have completed the Auxiliary Navigation Specialty (AUXNAV) course or the U.S. Power Squadron Advanced Piloting course may serve as an ACN or BCN lead instructor. Additionally, any instructor qualified as a coxswain or Auxiliary pilot (any level) may serve as lead instructor in any BCN lesson and in all but CAN course chapters 7, 8, and 9. Competent instructors may teach any session or both while under the supervision of a qualified lead instructor.
- b. Auxiliary instructors, qualified to perform in this program, shall normally not be given reimbursable travel orders. Public education (PE) courses and member training (MT) sessions must meet the following conditions:
- (1) The Auxiliarist must be qualified by the Director and entered on a District Director approved list of authorized instructors.
 - (2) An Auxiliary unit elected officer or the unit's public education or member training staff officer must schedule all PE and MT sessions. Other staff officers may schedule sessions for training in their respective programs. The schedule must

include a specific time and place for the training sessions. Assignment to a session is an assignment to duty according to the provisions of paragraph 5.K. of this Manual.

- (3) MT subjects must be related to Auxiliary or CG programs and missions.
- (4) Only those PE courses authorized by the National Executive Committee (NEXCOM) are offered to the public. Members must not depart from established lesson outlines or policy.
- (5) Occasionally, an outside organization requests a "one-time" course, beyond what is available in the nationally approved lessons, to fulfill a special need. Instructors may teach such courses, subject to Director and DCO prior approval.
- (6) Supplemental member training materials such as slide sets, films, transparencies, videos, computer programs and the like, must be approved by the Auxiliary Department of Training (DC-T) or the District Staff Officer for Member Training (DSO-MT) prior to being used. The DSO-MT is required to forward to DC-T a copy of the material or a detailed material description of what has been approved at the district level. The DSO-MT should be aware of any copyright or trademark issues on materials to be approved for use. In appropriate circumstances, written authorization must be obtained in advance of any use approval.

c. Because the Auxiliary's PE program supports CG missions, direct CG support is authorized.

- (1) Shipping costs for courses are authorized payment by official Government postage. Courses materials are purchased from Auxiliary district material centers or the Auxiliary Center (AUXCEN) ONLY. The CG ANSC does NOT stock PE course materials for issue or sale.
- (2) Auxiliary personnel may use government purchased equipment for all PE classes.

7. Support Missions for the Coast Guard. Auxiliarists augment CG units by providing a variety of administrative and operational support. The relationship must be made clear between the Auxiliarist assigned to such duties, the Auxiliary organization and the CG unit to which the Auxiliarist is assigned. Assigning an Auxiliarist to duty should not result in the

infringement of the authority or responsibility previously delegated to Auxiliary members. The following policies apply when assigning Auxiliarists to provide administrative or operational support at a CG unit:

- a. Auxiliary members must inform their respective flotilla commanders (FC) **before** accepting CG unit support missions.
- b. Members must wear a proper uniform while on assigned missions.
- c. Members report their activities using the Activity Report - Mission (ANSC #7030) or the Member Activity Report (ANSC #7029).
- d. While carrying out support missions, no titles are assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard or CG Auxiliary member.
- e. Auxiliarists shall not be vested with any titles or duties which imply or entail law enforcement responsibilities nor shall they carry, handle, repair or fire weapons of any sort to include civilian or government employed law enforcement personnel while acting as an Auxiliarist.
- f. Only a CG unit commander will assign any duty titles or responsibilities (i.e., communications watchstander, boat crew) to an Auxiliarist. Both the CG unit commander and the Auxiliary FC must mutually agree to any such assignment duty or title.
- g. No authority held by Auxiliary elected members, or duties held by Auxiliary staff members, will be delegated to any other Auxiliarists on support missions assigned by any CG authority.
- h. Auxiliary members must be FULLY qualified under provisions of current CG manuals and directives. Only those personnel so designated in the various CG manuals and directives will be responsible for Auxiliary program qualifications. For example, only Auxiliarists specially trained and designated as Qualification Examiners (QE), or CG Station personnel specially trained and designated to perform this role, are responsible for qualifying Auxiliarists in the Boat Crew Program.
- i. Complaints concerning Auxiliary member misconduct, while serving on a CG support mission, must be referred, in writing, to the member's FC, with a copy to the Director, for appropriate action as recommended or required by any of these Manual's provisions.

E. Flotilla Goal Development.

1. Overview.

- a. Effective volunteer program management requires specific tools for planning and member recognition for contributions and achievements. For the Auxiliary, this management is provided through annual flotilla goals establishment.
- b. Flotilla goals are developed through teamwork between flotillas and local CG and other service users working with flotilla membership. Needs should be determined from information provided by the CG and other Auxiliary customers. Flotilla capabilities are determined through a review of the flotilla membership's facilities, qualifications and desires.
- c. The present flotilla goals system replaced the discontinued Auxiliary Mission Objectives System (AMOS) program in 1995.

2. Definitions. Specific definitions used with flotilla goals development include:

- a. Mission Areas. The variety of authorized activities which may be performed by the Auxiliary are grouped into three mission areas. These mission areas are CG/State Support (CG/SS), Recreational Boating Safety (RBS), and Member Services (MS).
- b. Activity. Any authorized operational or administrative task which can be performed by an Auxiliarist. A list of present activities for each mission area is included in Appendix 2-A and should not be confused with the CG organizational "activity" level.
- c. Mission Specific Goal. The number of missions a flotilla is willing and capable to perform in a specific mission area or activity.

3. Program Responsibilities.

- a. Chief Director. The Chief Director will insure appropriate CG Headquarters and Auxiliary national staff personnel annually review this program to ensure compatibility with authorized Auxiliary activities. The Chief Director shall insure the National Executive Committee (NEXCOM) receives appropriate reports to carry out oversight activities and to provide national direction.

- b. District Commander. District Commanders are expected to develop specific guidance and direction for each mission area in the district area of responsibility (AOR). The District Commander or designated representative will approve mission objectives and provide the Director guidance concerning the Auxiliary awards systems, as explained in Chapter 11, for appropriate awarding authorities to insure Auxiliary service recognition on a timely basis.
- c. District Program Managers. Since Auxiliary flotillas develop their own goals, a base level of accomplishment should be established to ensure equity. The appropriate district program managers must be involved in determining CG program needs.
- d. Director of Auxiliary (DIRAUX). The Director manages the goal development process within the district or region.
 - (1) The Director shall assist in determining mission needs from the variety of District CG units, recruiting offices, and other federal, state or local “customer” agencies by providing a list of authorized activities and asking “customers” to determine annual needs in specific activity areas. A sample letter for soliciting input is provided in Appendix 2-B.
 - (2) The Director will task flotillas with setting goals for each selected activity within each mission area. Guidance based on mission needs, past performance, pertinent data on operational activity within the local area and other opportunities should be provided to the flotillas to aid in planning.
- e. District Planning Group (DPG).
 - (1) The DPG reviews anticipated mission needs and flotilla proposed goals. When a gap between needs and goals is noted, the DPG will work with specific divisions to resolve the difference. Negotiations may be required in the CG/SS mission area in order to meet known CG and other customer needs. The flotilla goals in the RBS and MS mission areas should ordinarily be accepted as proposed.
 - (2) The DPG is co-chaired by the Director and the DCO. Other Auxiliary leadership members (VCO, RCO, district staff members), CG active duty unit commanders and CG District staff officers may be selected to serve as DPG members.

- f. Division Captain (DCP). The DCP coordinates a review of flotilla goals in each activity and forwards them to the DPG or as specified by the Director. When necessary, the DCP should make recommendations for dividing the stated needs between several flotillas within the division.
- g. Flotilla Commander (FC). The FC is responsible to insure member consensus in goal development and to establishing goals based on Director's guidance for those activity areas in which Auxiliary members are qualified and want to perform. The FC is also responsible for providing leadership and appropriate organizational support for goal accomplishment.

4. Program Administration.

- a. Each district will establish procedures to get goal development completed, reviewed and approved by the District Commander by 31 March each year. A goal development flowchart process is provided in Appendix 2-C.
- b. The development of customer needs and mission objectives may require several meetings with adequate time for review. Need determinations are initiated by the Director to the CG and other customers, and returned to the DPG. The Director provides guidance to the flotillas including customer needs, past performance, and special areas for consideration. The flotillas develop their goals within specific activity areas. The flotillas within a division review and summarize their proposed goals and the DCP forwards the package to the DPG.
- c. The DPG evaluates the needs and proposed objectives, and recommends adjustments in those specific areas where needs are not being met. The flotillas may reject the DPG recommendations if time, capabilities, or other factors will limit performance. Knowing the needs, however, flotillas should aggressively explore implementation of plans to meet the customer needs in the future.
- d. Each level of action or review should act expeditiously. To the maximum extent possible, Auxiliary reviews should take place in conjunction with scheduled functions.
- e. The Director will check program integrity to eliminate unexplainable disparities before submitting goals for approval by the District Commander or his designated representative. Upon approval, the Director will send a copy of the approved mission goals to each FC

and appropriate Auxiliary elected members. DCOs will provide a district level summary of intended mission objectives to the appropriate National Vice Commodore. The NEXCOM will review these summaries to monitor activities being performed and for providing input to CG and Auxiliary long range plans.

- f. When sufficient cause exists, the Director or DCO may call a special DPG meeting to consider changes in the criteria used to develop mission goals and objectives. Examples include changes in available resources; establishment or disestablishment of units; or any event which impacts the Auxiliary's ability to accomplish the approved goals.

5. Member Recognition.

- a. Unit. Since flotillas are responsible for establishing their own goals, there is no national recognition specifically linked to flotilla goal achievement. District recognition of goal attainment or significant contribution by Auxiliary units is encouraged.
- b. Individual Member. The Sustained Auxiliary Service Award was created to recognize individual members for their contribution hours. The initial award is for 750 hours of service with multiple awards tracked through AUXMIS data entry from the Auxiliary IS staff members. Details of this award are contained in Chapter 11 of this Manual.

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Appendix 2-A

Mission Areas/Activities

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MISSION AREA: COAST GUARD/STATE SUPPORT

Activity

PATROLS

	SURFACE	AIR
Search and Rescue	_____	_____
Regatta	_____	_____
Marine Environmental Protection	_____	_____
Law Enforcement (Non-Direct Support)	_____	_____
Aids to Navigation	_____	_____
Logistics	_____	_____
TOTAL	_____	_____

COMMUNICATIONS

	WATCHSTANDING	AUX NETS
District	_____	_____
Group/Activity	_____	_____
Station	_____	_____
Marine Safety Office	_____	_____
Other	_____	_____
TOTAL	_____	_____

ADMINISTRATIVE SUPPORT

District	_____	_____
Group/Activity	_____	_____
Station	_____	_____
Marine Safety Office	_____	_____
State Government	_____	_____
Other	_____	_____
TOTAL	_____	_____

VESSEL EXAMINATIONS

	COMMERCIAL FISHING	UNINSPECTED PASSENGER
Marine Safety Office/Activity	_____	_____
Other	_____	_____
TOTAL	_____	_____

RECRUITMENT SUPPORT

OTHER SUPPORT

MISSION AREA: RECREATIONAL BOATING SAFETY

Activity

COURTESY MARINE EXAMINATIONS (SAFETY CHECKS)

Recreational Vessels

Personal Watercraft

TOTAL

MARINE DEALER VISITS

PUBLIC AFFAIRS

PUBLIC EDUCATION

Advanced Coastal Navigation (12 lessons)

Basic Coastal Navigation (8 lessons)

Boating Skills and Seamanship (6 lessons)

Boating Skills and Seamanship (13 lessons)

Boating Skills and Seamanship (6+ lessons)

Sailing and Seamanship (7 lessons)

Sailing and Seamanship (14 lessons)

Water and Kids (1 lessons)

Boats and Kids (1 lessons)

State Course

Other

TOTAL

MISSION AREA: MEMBER SERVICES

Activity

CAREER COUNSELOR

Auxiliary Introduction Mission (AIM) _____
Recruiting Assistance Program (RAP) _____

MEMBERSHIP

Growth _____
Retention _____

MEMBER TRAINING

New Member Initial Orientation (NM) _____
Instructor Training Qualification (IT & MI) _____
Marine Dealer Visitor (MDV) _____
Vessel Examiner (VE) _____
Administrative Procedures Course (APC) _____
Auxiliary Leadership and Management (AUXLEA) _____

Specialty Courses

Administration (AUXMIN) _____
Communications (AUXCOM) _____
Navigation (AUXNAV) _____
Patrols (AUXPAT) _____
Seamanship (AUXSEA) _____
Search and Rescue (AUXSAR) _____
Weather (AUXWEA) _____

Air Crew _____
Boat Crew _____
Coxswain _____
Other _____

TOTAL _____

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Appendix 2-B

Sample Needs Assessment Letter

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SAMPLE NEEDS ASSESSMENT LETTER:

Dear (Fill in Title):

The Coast Guard Auxiliary in your area of responsibility has offered to assist you in a number of specific activities. In order to plan these activities and to set objectives for the coming year, please review the following list of activities and provide needed missions along with a time estimate, in hours, for those activities needing Auxiliary support. If support in a mission area is not listed, please feel free to add to the list. The Auxiliary flotillas within your area of responsibility will be advised of your needs in the specific mission areas and will do their best to accomplish them.

Additionally, please indicate missions/hours so I can advise the specific local flotillas of those data and let me know if you need more copies of this sheet to collect other local units needs.

Unit: _____ Location: _____

OPERATIONS

PATROLS

Search and Rescue

Regatta

Marine Environmental Protection

Law Enforcement Support

Aids to Navigation

Logistics

SURFACE

AIR

TOTAL

COMMUNICATIONS

District

Group/Activity

Station

Marine Safety Office

Other

WATCHSTANDING AUX NETS

TOTAL

ADMINISTRATIVE SUPPORT

District

Group/Activity

Station

Marine Safety Office

State Government

Other

TOTAL

VESSEL EXAMINATIONS	COMMERCIAL FISHING VESSELS	UNINSPECTED PASSENGER VESSELS
Marine Safety Office/Activity	_____	_____
Other	_____	_____
TOTAL	_____	_____

RECREATIONAL BOATING SAFETY

COURTESY MARINE EXAMINATIONS (CME SAFETY CHECKS)

Recreational Vessels	_____
Personal Watercraft	_____
TOTAL	_____

MARINE DEALER VISITS	(MDV)	_____
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PUBLIC AFFAIRS	(PA)	_____
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PUBLIC EDUCATION (PE)

Advanced Coastal Navigation	(12 lessons)	_____
Basic Coastal Navigation	(8 lessons)	_____
Boating Skills and Seamanship	(6 lessons)	_____
Boating Skills and Seamanship	(13 lessons)	_____
Boating Skills and Seamanship	(6+ lessons)	_____
Sailing and Seamanship	(7 lessons)	_____
Sailing and Seamanship	(14 lessons)	_____
Water and Kids	(1 lesson)	_____
Boats and Kids	(1 lesson)	_____
Boating Safely	(4 lessons)	_____
State Course		_____
Other		_____
TOTAL		_____

MEMBER SERVICES

Academy Introduction Mission	(AIM)	_____
Recruiter Assistance Program	(RAP)	_____
Membership	(PS)	_____
Member Training	(MT)	_____

Please return this letter to the undersigned by _____ (within 45 days).

Thank you for your assistance. Please feel free to telephone me at _____ if you have any questions.

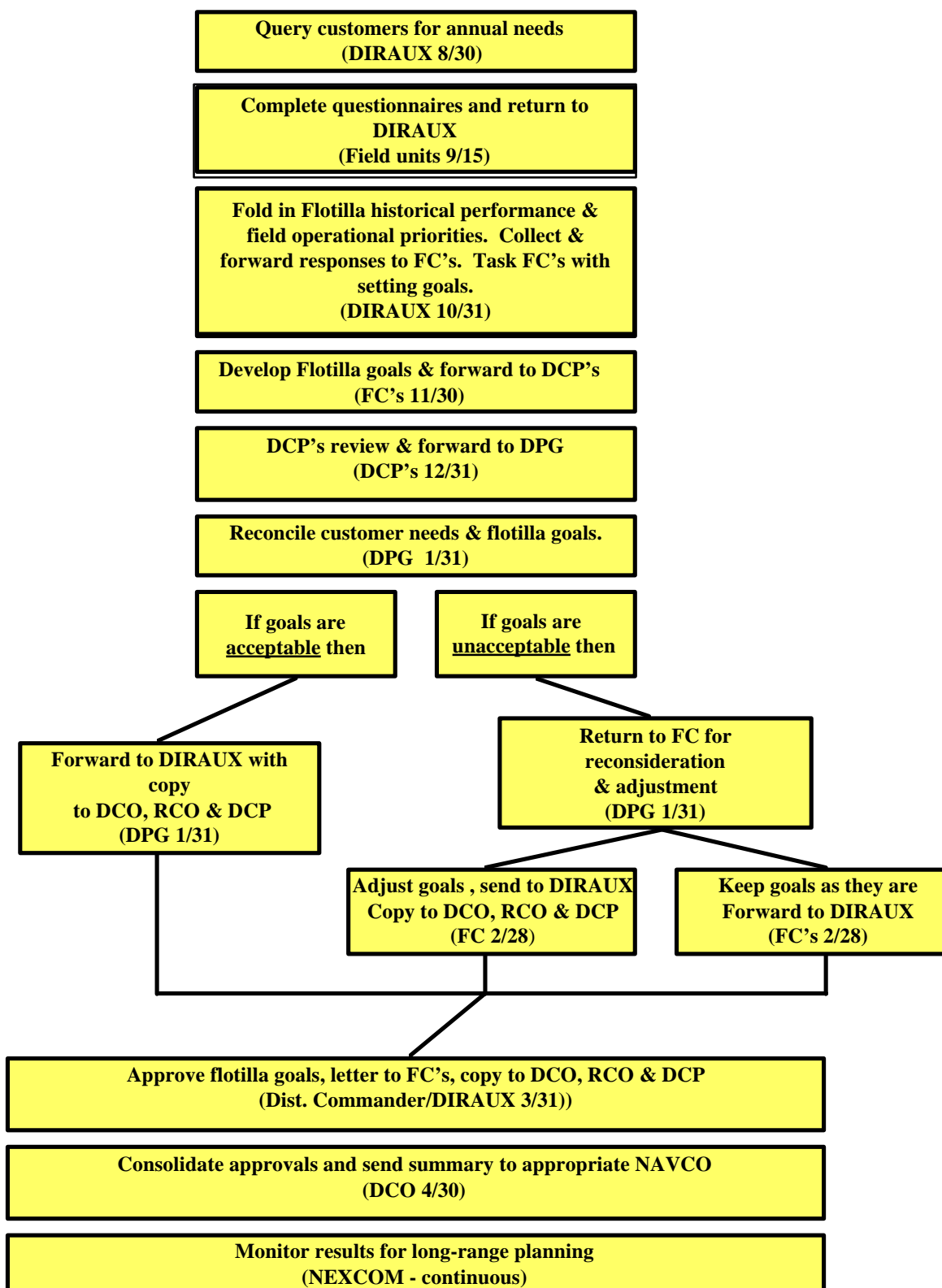
Sincerely,

Appendix 2-C

Flotilla Goals Development Process Flowchart

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FLOTILLA GOALS FLOWCHART



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